POSITION DESCRIPTION

POSITION: Director

LOCATION: Business Affairs

REPORTS TO: President

GRADE: BOG 16

WORK SCHEDULE: Non-Standard; 35 hours per week; Evening/Weekend as required

JOB SUMMARY: This position is responsible for providing strategic support to the offices of the Vice President for Business Affairs (VPBA) and the President, utilizing leadership and executive expertise for a wide range of special projects and assignments, as well as advice and counsel regarding issues and opportunities pertaining to the overall mission and performance of the College.

DUTIES AND RESPONSIBILITIES:
Under general direction the incumbent assists the VPBA and the President by taking responsibility for a wide range of assignments and special projects requiring high level of professional leadership and administrative expertise. Additionally, the incumbent will serve, as requested, in an advisory capacity to the VPBA and the President regarding matters of policy, procedure, and operational effectiveness. Further, the incumbent is expected to demonstrate discretionary initiative in advising the VPBA and the President on significant issues and opportunities relevant to their respective priorities.

Key to the incumbent’s successful execution of all activities and assignments associated with this position are the following:

- Communication – The VPBA and the President, (as well as other relevant participants as appropriate), are to be kept fully informed, in a timely and efficient manner, of the status and progress of all significant activities for which the incumbent is responsible.

- Execution – Assignments and initiatives are to be accomplished in as efficient, effective and timely a manner as possible.

- Discretion – Information associated with the responsibilities of the position may frequently be of a sensitive and confidential nature and must be handled accordingly.
Leadership – All activities associated with the position must be conducted with the highest level of professionalism and sound judgment.

Specific responsibilities will include those shown below. All must be closely coordinated with the applicable internal CCRI division(s), department(s), or individual(s) to ensure effective collaboration and communication. With the exception of (5) each is undertaken at the request of the VPBA or the President.

1. Serve as representative to work groups (committees, task forces, study groups, etc.) within the CCRI community, as well as to as external constituencies in both the private and public sectors. Contribute to and participate in activities of such assigned groups as appropriate and provide VPBA and President with progress information updates in a timely manner.

2. Undertake special assignments (including research, problem student, issue exploration), contributing leadership, coordination, and management expertise as appropriate. May require incumbent to work independently or collaboratively as part of a committee or work group.

3. Serve as liaison to, and build relationships with, the business community (profit and non-profit) for purposes of potential training opportunities, capital campaign, and President’s Office outreach initiatives. Involves contacting and meeting with representatives of companies and organizations in the business community to explore opportunities for initiating or expanding educational/training services. All such contacts must be closely coordinated in advance with the Center for Workforce and Community Education.

4. Contribute to the development and advocacy of the College’s Strategic Planning process by providing participation, guidance, research, and issue exploration.

5. Advise the VPBA and the President regarding significant, emerging issues or opportunities of which they may not be fully aware.

6. Oversee and/or undertake special projects to improve organizational effectiveness, including process and procedural efficiency, cost optimization, contingency planning, and others as appropriate. Such efforts will be complimentary to related initiatives and objectives of applicable departments and work groups.

LICENSES, TOOLS AND EQUIPMENT:
Personal and mainframe computer equipment/systems, telephone, fax, and copy machines. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Bachelor’s degree required. Additionally, an advanced degree is preferred in Education, Business or Administration, or equivalent career experience (minimum 10 years combination of business/academic career experience).

The incumbent must be adept at forming strong working relationships with internal and external peers and constituencies.

Also, the incumbent must possess mastery of the following skills and attributes: Executive leadership, communication (written and verbal), integrity, project management, coordination, strategic planning, adaptability, follow-thru, time management/organization, interpersonal skills, organizational development, and the ability to work both independently as well as part of an executive team.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description, while reasonably descriptive, is not to be interpreted as an exhaustive list of this position’s responsibilities. Accordingly, the incumbent is required to perform any other job related duties requested by the VPBA or the President.